# Allegheny College Bi-Weekly Payroll / Attendance Report

**NAME:** ________________________________________

**DEPT:** _________________________________________

**Year:** ___________________________

**WEEK OF**

<table>
<thead>
<tr>
<th>FROM:</th>
<th>TO:</th>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>TOTAL</th>
<th>REGULAR</th>
<th>OVERTIME</th>
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</thead>
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Each day is to be recorded with the regular number of hours normally scheduled to work as either worked or absent. Mark absenteeism with the appropriate letter code followed by the hours that are applicable to that code (e.g. S-3). Hours should be rounded to the nearest quarter hour. Hours worked in excess of your normally scheduled work day should be coded as “M” with an explanation provided in the box below.

**Uniform Coding:**

- **H** - Holiday
- **V** - Vacation
- **P** - Personal
- **WP** - Without Pay
- **S** - Sick
- **M** - Other (Supervisory explanation below)
- **W** - Hours Worked

**“M” Explanation:**

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**PAYROLL DEPARTMENT USE**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>HOURS</th>
<th>RATE</th>
<th>AMOUNT</th>
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</thead>
<tbody>
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**TOTALS:**

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**Employee Signature:** ________________________________________

**Supervisor Signature:** ________________________________________

**Date:** ___________________________

**Date:** ___________________________

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*Please submit to the Human Resource Office – Box 4*